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## \*\*\* CAREER OPPORTUNITY \*\*\*

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### UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

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<b>Title:</b>	<b>Director of Information Technology</b>
<b>Location:</b>	<b>Grand Rapids, Michigan</b>
<b>Closing Date:</b>	<b>June 30, 2016 (close of business)</b>
<b>Salary Range*:</b>	<b>CL 30 to CL 31 (\$79,806 - \$152,614)</b> <i>*Starting salary dependent upon qualifications &amp; experience. Promotion potential to CL 31 without further competition.</i>

A great career opportunity is available with the U. S. District Court for the Western District of Michigan. Applications are being accepted for a full-time Director of Information Technology position.

#### Position Overview

The Director of Information Technology is responsible for all aspects of the technical supervision, mentoring, training and administrative oversight of IT staff members. Important representative duties include advising and working with the District's IT Committee and various local, regional and national stakeholders; strategic planning based in part on national IT initiatives; transitioning the court to Microsoft Active Directory; and ensuring compliance with court policies, procedures, practices, documentation requirements and security. The Director of Information Technology must also stay updated on emerging technologies, be proactive, able to motivate, coach and assist IT staff in the design and maintenance of various IT systems, and effectively balance competing projects and assignments while keeping them on track. The Director of Information Technology is a member of the court's senior management team directly reporting to the Clerk of Court. Travel within or outside the district, to divisional offices (as needed) and/or to attend meetings, conferences, or training, is required.

#### Education and Qualifications

Bachelor's degree from an accredited college or university in Information Technology, Computer Science, or similar field of study, required. Master's degree highly preferred. Seven to ten years of experience in managing and leading all or portions of an Information Technology organization. Applicants must have specialized experience that includes progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to acquire skill in developing the interpersonal work relationships needed to lead a team of employees; the ability

to exercise mature judgement; and knowledge of the basic concepts, principles, policies, and theories of management. (Applicants must also have at least one year of experience at or equivalent to the next lower grade level.)

Information technology experience must demonstrate: (1) thorough working knowledge of principles and techniques of computer hardware and software, office automation, database design, and data communications with the ability to troubleshoot and problem solve; (2) extensive knowledge of software testing methods, practices, and preventive maintenance activities; (3) substantial knowledge of systems design and development, programming concepts, and languages; (4) proficiency with tools concerning computer networking, database management, and internet/intranet applications and development, and website design; (5) considerable knowledge of UNIX/LINUX operating systems, INFORMIX compliant relational database management system, desktop and server virtualization, Microsoft Active Directory expertise and LAN/WAN architecture; and (6) significant experience in conducting research of available services and products, providing proposed solutions, and isolating and taking necessary corrective actions.

The ideal candidate will be highly collaborative, possessing strong leadership and interpersonal skills, in addition to having a verifiable mastery of all phases of IT system design, implementation and maintenance. Candidate must have excellent written and oral communication skills, including the ability to relay IT and automation techniques and processes clearly to non-IT personnel at all levels within the organization. Candidate must also have the ability to collaborate across departmental lines, motivate and lead a dynamic team, and have a demonstrated record of ongoing professional development.

**Preferred Qualifications:** (1) master's degree in computer science or related field from an accredited college or university is highly preferred; (2) professional certifications, significant operational and/or technical experience in: modern server and workstation operating systems; Relational Database managed systems; Windows applications including MS Office; Adobe Acrobat; Microsoft Exchange; Microsoft Active Directory; and Intranet/Internet technologies; and (3) knowledge of networking topologies, protocols and media.

#### Benefits

Employees of the U.S. District Court have access to an excellent benefits package which includes the Federal Employees Retirement System (FERS), Thrift Savings Plan (like 401k), health, life, dental & vision insurance, long-term care insurance, flexible spending program, 10 paid holidays per year, and a leave accrual program. For additional information about employment with the federal courts, please visit [www.uscourts.gov/careers](http://www.uscourts.gov/careers).

#### Conditions of Employment

Applicants must be U.S. citizens or eligible to work in the United States. The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. This position is subject to mandatory electronic funds transfer (direct deposit) for salary payment. The selected candidate must successfully complete a ten-year background investigation, and subsequent favorable suitability determination, with periodic updates

every five years thereafter. Appointment is provisional and contingent upon successful completion of an FBI background investigation. Judiciary employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause by the Court. The U.S. Courts require employees to adhere to the Code of Conduct for Judicial Employees that is available to applicants for review at the court’s web site at [www.miwd.uscourts.gov](http://www.miwd.uscourts.gov).

## How to Apply

For consideration, qualified applicants must provide the following:

- a letter of interest that includes a sentence identifying the job source used to locate this announcement;
- a narrative statement (not to exceed two pages) that describes how their previous experience has prepared them for this position and elaborates on any of the preferred qualifications they may have;
- a detailed resume including certification(s) and credentials ;
- official or unofficial college transcript(s);
- contact information for three professional references; and
- a completed Application for Judicial Branch Federal Employment, AO78 form, available at <http://www.uscourts.gov/formsandfees/forms/AO078.pdf>.

Incomplete or late applications will not be considered. **Required documents can be sent via mail or email and must be received by 4:30 p.m. on June 30, 2016.** If sending via email, please email all required documents in pdf format, preferably in one document, to [human\\_resources@miwd.uscourts.gov](mailto:human_resources@miwd.uscourts.gov) . If sending via mail, please send all required documents to: Attn: Personnel Specialist, U.S. District Court, 399 Federal Building, 110 Michigan St. NW, Grand Rapids, MI 49503.

**EQUAL OPPORTUNITY EMPLOYER**